



भा.कृ.अनु.प.-राष्ट्रीय बीज विज्ञान एवं प्रौद्योगिकी संस्थान
भारतीय कृषि अनुसंधान परिषद, कृषि शिक्षा एवं अनुसंधान विभाग, कृषि एवं कृषक कल्याण मंत्रालय, भारतसरकार
I.C.A.R.-National Institute of Seed Science & Technology
(Department of Agricultural Research and Education, Ministry of Agriculture and Farmer's Welfare, Govt)

आई.सी.ए .आर.परिसर मऊ 275 103 (उ.प्र.) भारत ICAR Parisar, Mau 275 103 (U.P.) India

File No.:05-NISST/2026-27/S&P-62

Date:31/07/2026

TENDER DOCUMENT

for

Procurement of a Consultancy Service for the Development and Implementation of the Quality Management System (ISO/IEC 17025:2017) and to get NABL accreditation for the Seed Technology Laboratories of the ICAR–National Institute of Seed Science & Technology, Mau, and its Regional Station, Bengaluru

Director,
I.C.A.R.-National Institute of Seed Science & Technology

FOR MORE DETAILS VISIT THE PORTAL OF
<https://seedicar.org.in>

INDEX

Procurement of a Consultancy Service for the Development and Implementation of the Quality Management System (ISO/IEC 17025:2017) and to get NABL accreditation for the Seed Technology Laboratories of the ICAR–National Institute of Seed Science & Technology, Mau, and its Regional Station, Bengaluru

Sr. No.	Description	Page
01	Brief Tender Notice	3
02	Instructions for filling out the Tender, Bid Evaluation process, and Pre-qualification criteria	4
04	General Terms and Conditions	7
05	Scope of Work	8
06	Bidder's Declaration	10
07	Tender Schedule & Contact Details	11
08	BOQ format	12

01. BRIEF TENDER NOTICE

I.C.A.R.-National Institute of Seed Science & Technology, Kushmaur- Mau

The Director, I.C.A.R.-National Institute of Seed Science & Technology, Kushmaur- Mau invites Tender for the Procurement of Consultancy service for the Development and Implementation of the Quality Management System (ISO/IEC 17025:2017) and to get NABL accreditation for the Seed Technology Laboratories of the ICAR–National Institute of Seed Science & Technology Mau, (Uttar Pradesh) and its Regional Station, Bengaluru from authorized service provider who can submit the tender as per specifications on our Institute website (<https://seedicar.org.in>) from 31.07.2026 to 20.08.2026 up to 5.30 pm with payment of Rs. 1000/- (Rupees One Thousand only) (Non-refundable) as the tender processing fee in the form of a demand draft.

The Director, I.C.A.R.-National Institute of Seed Science & Technology, Kushmaur- Mau, reserves the right to accept any tenders or reject the lowest or any other or all tenders without assigning any reasons whatsoever. Extension of tender, corrigendum, or change in schedule will be published only at <https://seedicar.org.in> website only.

Date: 31/07/2026

**Director I.C.A.R.-National Institute of Seed Science & Technology,
Kushmaur 275103 Uttar Pradesh**

Copy to:

- 1) Dr. Udaya Bhaskar K., Sr. Scientist Bengaluru RS of NISST
- 2) Dr. Kalyanrao, Sr. Scientist NISST, Mau
- 3) Website of ICAR-NISST- Mau

02. Instructions for filling in the Tender, Bid Evaluation Process & Pre-qualification Criteria

The Director, I.C.A.R.-National Institute of Seed Science & Technology, Kushmaur- Mau invites Tender for the Procurement of consultancy services for the Development and Implementation of the Quality Management System (ISO/IEC 17025:2017) and to get NABL accreditation for the Seed Technology Laboratories of the ICAR–National Seed Science & Technology Mau, (Uttar Pradesh) and its Regional Station, Bengaluru, from Authorized Service Provider.

Procedure to submit the tender:

The vendors should provide two sealed envelopes as given below:

Envelope No. 1 (Technical Bid):

- 1) Tender processing fee Rs. 1,000/- (Non-refundable) to be submitted in the form of a demand draft or direct bank transfer (transaction proof needs to be attached with the technical bid)
- 2) EMD of Rs. 16800/- (Refundable) to be submitted in the form of a Demand Draft in the favor ICAR-NISST Main, Kushmaur, Mau
- 3) Registration certification under the Shop Act or the Company Act (With updated renewal) or SSI or MSME.
- 4) GST Registration certificate.
- 5) The 3 latest Income Tax Annual returns (Financial years 2023-24, 2024- 25 & 2025-26).
- 6) Xerox copy of PAN card.
- 7) Audited annual financial results (balance sheet and profit and loss statements) of the bidder for the last three financial years (FY 2023-24, 2024-25, 2025-26).
- 8) Bidder's Declaration for Acceptance of Terms & Conditions of the tender on the letter head
- 9) Other documents as mentioned in the Pre-Qualification Criteria section of this document.

3. Pre-qualifying criteria for bidders:

1. The applicant should have the full functioning registered office to deal independently with such consultancy work located within Uttar Pradesh or Karnataka, required for the efficient, proper and timely execution of the work.
2. The applicant should have a sufficient number of employees for the proper planning & execution of the consultancy work. The applicant should submit a list of these employees, stating clearly how they would be involved in this work.
3. 5+ years of experience in NABL consultancy from Public and Private sectors preferably from government institutions such as Research Labs, CSIR laboratories, Defence Sector etc. The consultancy should have carried out at least 10 projects for NABL accreditation.
4. Tenderer should possess valid GST registration and submit self-attested copy of the same.
5. Tenderer should possess valid PAN issued by the Income Tax Department.
6. The consultant/firm should have successfully facilitated NABL accreditation of Seed Testing Laboratories in India under ISO/IEC 17025:2017.
7. Tenderer should submit documentary evidence such as work orders, completion certificates, or copies of accreditation certificates obtained through their consultancy.
8. Tenderer should not have been debarred/blacklisted by any Government Department/Organization.
9. Tenderer should submit Income Tax Return (ITR) documents for the last 3 assessment years.
10. Availability of experts with good communication skills in English, Hindi, and regional language will be preferred.
11. The consultant should not have any conflict of interest with NABL assessment activities.
12. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be Rs. 11.00 Lakhs. Attach the turnover certificate. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant/Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
13. Bidder will have submit entire bid document with sign & stamp of each page.

4.Envelope No. 2 (Financial Bid) & Terms

The Tendering authority will first open the Technical Bid documents of all bidders, and then scrutinize these documents by the Tender opening committee and the Technical Committee. After qualifying Technical Bid & Bid Evaluation Process, the qualified Bidder will be eligible for Financial Bidding process. Financial bid should be submitted in the form of BOQ sheet given over <https://seedicar.org.in>.

Terms & Conditions:

1. The Financial offers shall be submitted as per the schedule.
3. The Bidders are strictly advised to follow the dates and times allocated to each stage. As indicated in the time schedule. At the sole discretion of the Tender Inviting Authority, the time schedule of the Tender stages may be extended.
4. Rate to be quoted should be mentioned in figures as well as in words at appropriate place provided in Schedule (BOQ) by the bidder, more over the rate should not be quoted anywhere else in the tender booklet as well as in the blank pages.
5. The Institute reserves the right to decide whether to open or not open the commercial Bid of the supplier and no objection of any supplier shall be entertained on any ground whatsoever it may be regarding this.
6. The rate should be inclusive of all taxes, duties shall have to be given at (i) ICAR-NISST, Kushmaur Mau 275103 Uttar Pradesh (ii) Regional Station GKVK campus UAS Bengaluru.
7. The commercial proposal should be submitted as per the format of commercial bid. The formats are required to be filled, failing which the bid may be rejected.
8. The rate should be offered for only the item as mentioned in the Schedule.
9. The rates quoted for the items other than make & specification specified in the tender form shall not be considered for comparison of rate.
10. The Institute is not bound to accept lowest tenders and reserves the right to accept/cancel any or all tenders without assigning any reason.

05. General Terms & Conditions

1. The earnest money deposit amount of Rs. 16800/- (Sixteen thousand eight hundred only) in the favor ICAR-NISST Main, Kushmaur, Mau of is required to be submitted along with tender. Otherwise submitted tender will not be considered. The vendor/firm will not be liable to get interest on this earnest money deposit amount, when refunded.
2. The bidder to whom the purchase order to be given shall be informed about the same. The bidder should deposit an appropriate amount i.e. 5% of purchase order as security deposit within seven days after which the purchase order will be issued. The security deposit will be refunded after successful completion of consultancy period and NOC from the Indenter. Security deposit does not carry any interest.
3. The successful bidder is required to execute an agreement on Rs. 500/- stamp paper. The tender notice shall form part of the tender agreement.
4. The conditional tenders shall not be accepted.
5. If the supplier fails to abide by any of the terms & conditions mentioned herein, EMD/Security Deposit shall be forfeited and appropriate action will be taken against supplier.
6. F.O.R.- The rates to be quoted F.O.R. should be for ICAR-NISST, Mau & Regional Station Bengaluru. The rate quoted by the bidder should be inclusive of all taxes, duties and other charges.
7. Validity Period: The rate quoted by the bidder should be valid up to 180 days from the date of submitting the tender.
8. Period of the Contract: The contract shall be (12 Months) 01 Year from the date of Agreement.
9. **Payment may be released on milestone-basis as follows:**

S. No.	Activity	Payment in percentage of the total quoted consultancy charges
1	Awareness & Training of Lab Personnel; Completion of Quality manual, Other documents/formats	30 %
2	Completion of internal audit and submission of NABL application; External auditing by NABL and Addressing of non-compliances	40 %
3	Award of the NABL accreditation certificate	30 %

10. All the statutory payments on account of license fees/charges etc. payable to Municipal/Government Authority shall be the responsibility of the Bidder.
11. Income Tax: The Income Tax/TDS as per rules and surcharge thereon shall be deducted from bill amount, advance payment.
12. The rates quoted by the bidder in BOQ will be valid for one year from the date of work order/agreement.

13. In case of any dispute it will be addressed subject to Mau District only.

06. FUNCTIONALITIES OF PROPOSED SCOPE OF WORK

Scope of work (in Consultant Scope):

Consultancy service for the Development and Implementation of the Quality Management System (ISO/IEC 17025:2017) and to get NABL accreditation for the Seed Technology Laboratories of the ICAR– National Seed Science & Technology Mau, (Uttar Pradesh) and its Regional Station, Bengaluru.

Description of Scope:

Sr. No.	Scope Description
1	Introduction of ISO/IEC 17025: 2017 to top management team
2	Awareness Programme on NABL requirements to the core team & Laboratory Personnel
3	Gap analysis as per ISO/IEC 17025:2017 & NABL requirements
4	4 Days Internal Auditor Training as per ISO 17025:2017 to lab staff (10+ Staff)
5	2 Days Training on Measurement Uncertainty and Metrological Traceability (10+ Staff)
6	Measurement Uncertainty estimation for scope of accreditation
7	Documentation preparation: Quality Policy, Quality Objectives, Quality Manual, Quality System Procedures, Forms & Formats
8	Guidance in validation of methods for self developed methods
9	Training and Guidance in Validity of Test Result
10	Guidance in implementation as per applicable standards & requirement.
11	Guidance in/Facilitation in preparing system/technical records as required by standard
12	Guidance in Conduction of internal audit and submission of report
13	Guidance in Conduction of MRM and submission of minutes
14	Guidance in NABL Accreditation procedure completion: Online Application filling, Adequacy Audit, Pre-Assessment Audit, Final Assessment, Assessment by NABL Committee to NABL Compliances till grant of accreditation
15	Guidance in ILC Participation
16	Guidance in PT Participation
17	Guidance in Calibration of equipments from NABL Accredited lab
18	Guidance in Procurement of NABL Accredited calibrated supportive equipments
19	Guidance in Procurement of CRMs (NIST/ISO17034 certified)
20	Guidance to the Laboratory to take necessary corrective action on the remaining Non-Conformance(s) / other concerns (if any) and shall submit a report to NABL within maximum allowed period for obtaining NABL Accreditation.

The consultancy services shall cover the relevant testing activities of the Seed Technology Laboratory, including, but not limited to:

- Physical purity testing
- Germination testing
- Moisture testing
- Genetic purity (GOT) testing
- Seed health testing

f) Molecular marker-based genetic purity testing

Validity: One year

7. Termination

ICAR-NISST can cancel/terminate the tender / Work Order / Service Level Agreement (SLA) in whole or in part for its convenience at any time for any reasons, by giving the Service Provider at least seven days' prior written notice thereof. However, the notice period may be extended by mutual agreement till alternate arrangements are made. Further, any pending or unresolved service, function, task, performance, unpaid fees, and any other remedies shall continue by the parties during the period of termination notice and the same must be satisfied before the tender / Work Order / Service Level Agreement (SLA) is cancelled/ terminated. In such cancellation/termination of the tender / Work Order / Service Level Agreement (SLA) / or curtailment of the work by the institute, the service provider shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have derived by it from the execution of the work in full, but which he did not derive in consequences of the full amount of the work not having been carried out, neither shall he have any claim on compensation/damage for the loss suffered by him because of cancellation/termination of the tender / Work Order / Service Level Agreement (SLA) and of any alterations having been made by the institute in the original specification or the designs and instructions which shall involve any curtailment of the work contemplated. However, the institute shall pay the Service Provider such portions of the Work as are due and properly invoiced under the provisions for final payment for Work performed before termination. In no event shall the total payments made to the Contractor exceed the Contract price.

8. Penalties

In the event of a delay in execution of the order, Company may recover a sum of 1/2% of total value of work not done for a week or part thereof subject to the maximum of 10% penalty.

9. Point of Contact

The Service Provider shall provide a single point of contact as below who will be responsible for the implementation and maintenance of the project. In case of any change in the contact person at a later point in time, the Consultant should communicate the same to the institute.

Name: _____

Designation: _____

Phone no: _____

Email id: _____

10. Bidder's Declaration

TENDER FOR HIRING OF CONSULTANT FOR DEVELOPING LAB QUALITY MANAGEMENT SYSTEM TILL NABL ACCREDITATION for Seed Technology Laboratories of the ICAR– National Institute Seed Science & Technology Mau, and
(ii) its Regional Station, Bengaluru

I hereby certify that, I have gone through all the information and Terms & Conditions of the tender booklet and I accept the same. Further, I certify that, our firm is not blacklisted, debarred or prohibited by Government of India or any other State Government, Union Territory, Authority or Organization. I also declare that, no case/s, criminal or Civil or Enquiries of any kind are pending against our organization. For further correspondence I provide hereunder the address and contact details.

Bidder/Firm Name, Signature / seal:

Name: _____

1. Name of Proprietor and complete address:

2. Telephone Numbers:

Office: _____

Mobile: _____

Email: _____

Signature / Seal of the Bidder

11. Tender Schedule

Sr. No	Key Days of the Tender	Start Date & Time	Expiry Date & Time
1	Tender Release on website of institute & Submission of tender	31.07.2026, 04:00 pm	20.08.2026, 5:30 pm

12. Item Rate BoQ (Price Schedule)

Tender Inviting Authority: **Director, I.C.A.R.-National Institute of Seed Science & Technology, Kushmaur Mau 275103, Uttar Pradesh**

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be filled suitably and be submitted with, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Item Code	Item Description	BASIC RATE in Figures (Including GST, duties & other charges if any) To be entered by the Bidder per No. Rs.	TOTAL AMOUNT With GST, duties & other charges if any	TOTAL AMOUNT In Words
1	Procurement of a Consultancy Service for the Development and Implementation of the Quality Management System (ISO/IEC 17025:2017) and to get NABL accreditation for the (i) Seed Technology Laboratories of the ICAR–National Institute Seed Science & Technology Mau, and (ii) its Regional Station, Bengaluru			
1.01	Procurement of a Consultancy Service for the Development and Implementation of the Quality Management System (ISO/IEC 17025:2017) and to get NABL accreditation (Details as per mentioned in Tender document)		0.00	INR Zero Only
	Total in Figures		0.00	INR Zero Only
	Quoted Rate in Words			INR Zero Only

Bidder Name: _____
(Rate should be Quoted in Indian Rupee Only)